

SANDY CITY  
APPROVED POSITION SPECIFICATIONS

I. Position Title: Tennis Instructor (Seasonal)

Revision Date: 02/06

EEO Function: Parks & Rec

EEO Category: Paraprofessional

Status: Non-exempt

Control No: 50930

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision of the Tennis Coordinator, instructs tennis classes for youth and adults, instructs and coordinates youth team tennis, and communicates activity information to parents and participants.

III. Essential Duties:

- Assist in promoting the tennis programs to ensure maximum participation using acceptable advertising and marketing techniques.
- Teach lessons as designed by the Tennis Coordinator.
- Assist Tennis Coordinator in completing all records and reports regarding facility needs, participation in programs, and facility usage.
- Assist with the efficient operation and maintenance of the program site and facilities.
- Administer the risk management and safety program by regular inspection of activity site.
- Develop good working relationships and communication between staff members.
- Assist Coordinator with the inventory activity equipment and supplies.
- Comply with all Center and City policies and procedures.

IV. Marginal Duties

- Perform other duties as assigned.

V. Qualifications:

**Education:** High School diploma or equivalent;

**Experience:** Minimum one year experience in tennis instruction.

**License:** Must possess a valid Utah Driver's license.

**Probationary Period:** A three-month probationary period is a prerequisite to this position.

**Knowledge of:** Tennis, team building, and ability to be self-motivating; proper English usage, spelling and vocabulary.

**Responsibility for:** Great responsibility for the care, condition and use of facilities, materials, equipment, tools, etc.; great responsibility for making decisions affecting the activities of participants: what they should do, when to do it, where, and how.

**Communication Skills:** Contacts requiring tact and judgement to avoid friction and to handle complaints; frequent contacts involving the carrying out of the program; ability to communicate effectively with all age groups.

**Tool, Machine, Equipment Operation:** Occasional use of a telephone; occasional use of a copy machine, computer; use of specialized equipment related to the assigned activity/sport; occasional use of a city vehicle, as assigned by Tennis Coordinator.

**Analytical Ability:** Communicate effectively verbally and in writing; establish and maintain effective working relationships with employees and the public; work independently on assigned projects.

VI. Working Conditions:

Tennis Courts are located outdoors and instructors are therefore required to work in extreme weather conditions. Moderate mental pressure and fatigue exist during a normal workday due to exposure to the nature of the work, deadlines and resolution of interpersonal conflicts; moderate to high physical exertion is present because of stooping and kneeling, or other actions involved in teaching tennis; requires some evening, weekend, and holiday work.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.